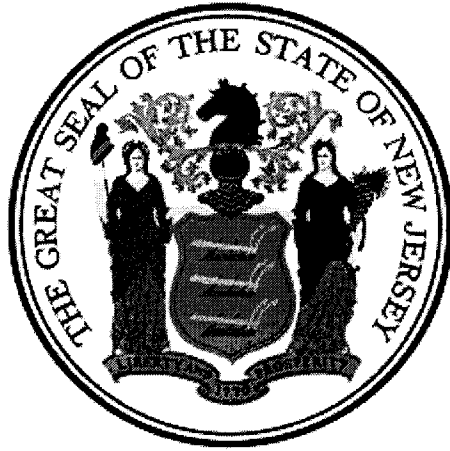


State of New Jersey



Municipal Clerk

M200000-902

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER M200000	SCHEDULE NUMBER 902	PAGE NUMBER 1 OF 8
DEPARTMENT Municipal Clerk DIVISION BUREAU	AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER			
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>		SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>		DATE 20 NOV 2002
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Abstract of Ratables (Copy) Original retained by County Taxation Board.	3 yrs		Destroy
0002-0000	Animal Companion File (Cat and Dog) May also be retained by Local Health Department.			
0002-0001	Animal Companion File - Cat and Dog Tags	3 yrs		Destroy
0002-0002	Animal Companion File - Bite Cases - Adult	3 yrs		Destroy
0002-0003	Animal Companion File - Bite Cases - Minor	3 yrs after age of majority		Destroy
0002-0004	Animal Companion File - Damage Report	6 yrs		Destroy
0002-0005	Animal Companion File - Census Report	3 yrs after inactive		Destroy
0002-0006	Animal Companion File - Cat and Dog License	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0003-0000	Application, License, and Permit File			Destroy
0003-0001	Application File - General	3 yrs		Destroy
0003-0002	Application File - A.B.C.	5 yrs		Destroy
0003-0003	Application File - Legalized Games of Chance File also includes bingo and raffle games.	5 yrs		Destroy
0003-0004	Application File - Summer Camp	3 yrs		Destroy
0003-0005	License File - Stubs/General	3 yrs		Destroy
0003-0006	License File - General	3 yrs		Destroy
0003-0007	License File - A.B.C.	5 yrs		Destroy
0003-0008	License File - Business	3 yrs		Destroy
0003-0009	License File - Livery, Taxi, Tow Truck, and Wrecker	3 yrs		Destroy
0003-0010	License File - License Record/Docket Book for Legalized Games of Chance	Permanent		Permanent
0003-0011	Permit File - Beach, Community Pool, and Recreation Center Badges	Until audit		Destroy
0003-0012	Permit File - Street Opening	6 yrs		Destroy
0003-0013	Permit File - Stream Encroachment (Copy) Original maintained by Department of Environmental Protection and copies by the County Clerk and Municipal Engineering.	3 yrs after expiration		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0003-0014	Permit File - Fresh Water Wetlands (Copy) NJSA 13:9B-9	3 yrs after expiration		Destroy
0003-0015	License File - Health Spa, Masseur, and Masseuse	3 yrs		Destroy
0004-0000	Certificates File			
0004-0001	Certificates File - Availability of Funds Certificate is attached to resolution.	Permanent		Permanent
0004-0002	Certificates File - Table of Equalized Valuations (Copy) Original retained by Department of the Treasury, Division of Taxation.	3 yrs		Destroy
0004-0003	Certificates File - Insurance and Bonding Companies	6 yrs		Destroy
0004-0004	Certificates File - Average Ratios and Common Level Range (Copy) Original retained by Department of the Treasury, Division of Taxation.	3 yrs		Destroy
0005-0000	Deeds and Easements (Municipal Property Acquisitions) File may also include appraisals.	Permanent		Permanent

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0006-0000	Election Records File			
0006-0001	Election Returns Election Certificates and supporting documentation including: primary petitions; tally statements of election results; primary general, recall, special, and school board elections returns; and statements of candidates, campaign managers, and treasurers.	5 yrs		Destroy
0006-0002	Ballots - (Irregular) - Write-In	2 yrs		Destroy
0006-0003	Ballot (Used and Unused) - Municipal and Special Election Includes machine-generated documentation.	2 yrs after election		Destroy
0006-0004	Receipt for Ballots and/or Supplies - Municipal and Special Election	1 yr		Destroy
0006-0005	Receipt for Ballots and Supplies - Federal Election	2 yrs		Destroy
0006-0006	Ballot Sample - Municipal and Special Election (Original)	Permanent		Permanent
0006-0007	Ballot Sample - Municipal and Special Election (Copy)	Periodic review		Destroy
0006-0008	Voting Authority Card - Municipal and Special Election	6 mos		Destroy
0006-0009	Petition - Referendum and Repeal	5 yrs after submission		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0006-0010	Certified List of Polling Places - All Elections (Copy) Original maintained by the County Superintendent of Elections	1 yr		Destroy
0006-0011	Election District Maps (Copy) Original filed with County Board of Elections.	3 yrs after update		Destroy
0006-0012	Voter Registration List (Copy) Original kept by County Clerk. NJSA 19:31-18.3	1 yr		Destroy
0006-0013	Voter Transfer Affidavit	2 yrs		Destroy
0007-0000	Foreclosure and Condemnation File	Permanent		Permanent
0008-0000	Municipal Aid Schedule	3 yrs		Destroy
0009-0000	Municipal Master Plan			
0009-0001	Municipal Master Plan (Original)	Permanent		Permanent
0009-0002	Municipal Master Plan (Copy)	As updated		Destroy
0010-0000	Municipal Court Financial Report (Obsolete)	3 yrs		Destroy
0011-0000	Ordinance File			
0011-0001	Ordinance File - Ordinance Book (Original)	Permanent		Permanent
0011-0002	Ordinance File - Ordinance Book (Copy)	Periodic review		Destroy
0011-0003	Ordinance File - Workpapers	Periodic review		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0012-0000	Resolution File			
0012-0001	Resolution File (Original)	Permanent		Permanent
0012-0002	Resolution File (Copy)	Periodic review		Destroy
0013-0000	Minutes File			
0013-0001	Minutes File (Original)	Permanent		Permanent
0013-0002	Minutes File (Copy)	Periodic review		Destroy
0014-0000	Oaths of Office File	5 yrs after term of office		Destroy
0015-0000	Petition File - Citizens (Excluding Elections)			
0015-0001	Petition File - Municipal Incorporations and Annexations	Permanent		Permanent
0015-0002	Petition File - Not Filed Pursuant Statute	1 yr from date of filing		Destroy
0015-0003	Petition File - Improvements (Approvals and Objections)	5 yrs		Destroy
0015-0004	Petition File - Referendum and Repeal	5 yrs after submission		Destroy
0016-0000	Affidavits of Publication Affidavits of publication pertaining to: open public meetings, contracts, ordinances, budgets, elections, block grants, hearings requirements, etc..	10 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	

0017-0000	Monthly Report of Trailer Spaces Rented	3 yrs		Destroy
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0018-0000	Tax File			
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0018-0001	Tax File - Tax Appeal (Copy) Original is maintained by either the County Board of Taxation or the State Tax Court. Additional copies are kept by the petitioner and the Tax Assessor.	3 yrs		Destroy
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0018-0002	Tax File - Tax Map (Copy) Original is maintained by the Tax Assessor.	As updated		Destroy
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0019-0000	Search File			
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0019-0001	Search File - Application Special and Municipal Assessment/Liability	1 yr		Destroy
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0019-0002	Search File - Workpapers Special Improvement District and Local Municipal Improvement	Permanent		Permanent
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0019-0003	Search File - Certificate Liability for Assessment for Municipal Improvement (Assessment Search)	Permanent		Permanent
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0019-0004	Search File - Certificate - NonExempt Fireman (NJSA 40A: 14-56,57)	6 yrs after termination or age 85, whichever is longer		Destroy
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0020-0000	Financial and Personal Disclosure Statements	6 yrs		Destroy
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0021-0000	Rental Registration File Registration of tenants and landlords required by NJSA 2A:42-78 and NJSA 46:8-28.	6 yrs		Destroy
0022-0000	New Jersey Residential Construction Off-Site Conditions Disclosure Act Listing of Off-Site Conditions Lists of off-site conditions (e.g., overhead electrical lines, underground gas lines, electrical and sewer pump stations, wastewater treatment plants, and landfill areas, etc.) that may have detrimental effect on the value of surrounding residential real estate. Forms are annually submitted by the owners of the sites and supporting documentation by the State Departments of Community Affairs and Environmental Protection. (NJSA 52:27D-3(e) and 46:3C-4 and 5)	10 yrs		Destroy
[0022-0001]				
0023-0000	Technical Requirements for Site Remediation - Notification of Cleanup of a Contaminated Site Notification from the party concerned, to the municipal clerk regarding the cleanup of a contaminated site within the municipality which may or may not be under the oversight of the Department of Environmental Protection. (NJSA 46:30-1 through 12)	30 yrs		Destroy
0024-0000	Passport Application Transmittal (Copy) Original maintained by the U.S. Office of Passport Services.	1 yr		Destroy